



# Departure TLA

# Aloha

**Welcome to the  
Housing Services Office  
Departure TLA Briefing**

**U.S. ARMY GARRISON, HAWAII**



# Departure TLA

## Introduction

- **Purpose of TLA**
- **Documents required to process TLA**
- **TLA Approved Hotels**
- **Where to process your TLA**
- **Important Phone Numbers & Office Locations**



# Purpose of TLA

**The purpose of TLA is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings. Individuals with command sponsored family members in the area of the Permanent Duty Station are entitled to payment of TLA after clearing privatized family housing or off-post housing prior to departure.**



# Departure TLA

- Departure TLA is a **partial reimbursement**, not an advance payment for OCONUS meals & lodging.
- The Housing Services Office (HSO) authorizes Departure TLA. **SMs must coordinate with HSO for authorization.**
- SMs not living in Single-Type Quarters (barracks) are authorized up to but not to exceed 10 days of Departure TLA.



# Departure TLA

## NTE the last 10 days

- **Off-post Housing:** Up to the last 10 days prior to signing out on leave. HHGs must be picked up prior to start of TLA.
- **Privatized Family Housing:** Up to the last 10 days prior to signing out on leave. HHGs must be picked up prior to start of TLA.



# Departure TLA

- **ALL Departure TLA PAYMENTS** will be paid on Mid Month or End of Month Direct Deposits based on when it is processed by the Finance office.
- **All Oahu North** TLA packets will be turned into the Main Finance office (building 689) 4 days prior to your scheduled departure.
- **All Oahu South** TLA packets will be turned into the Finance office at the Aloha Center prior to your scheduled departure.



# Departure TLA

## Required Documents

- **Service member's PCS, ETS or Retirement Orders and any amendments. Family must be listed on PCS orders and be Command Sponsored to be entitled to Departure TLA.**
- **No TLA for SM or Family Members will be authorized if Service member is on leave status OR has reached the AVAL Date.**





# Departure TLA

## Required Documents (Continued)

- **Signed Leave Form (DA-31) with control number. SM starting leave date should be the same as the flight date.**

**Note: A DA-31 Leave Form is required for ALL travel days.**

- **Flight Itineraries (including dependents' flight itinerary, if applicable).**
- **Application (Household Goods shipment DD Form 1299) for Shipment of Personal Property.**
- **Termination letter for privatized on post housing or Final Inspection Schedule from your Community Center.**





# Departure TLA

**Take the documents listed to the  
Housing Services Office (HSO),  
Schofield Barracks, Bldg 950, 215  
Duck Road**

**or**

**HSO, Fort Shafter, Bldg 1004, 111 7<sup>th</sup>  
Street, for processing TLA.**

**ALL Departure TLA will be  
authorized through the HSO office.**



# Departure TLA

- **TLA for Meals Only** can only be issued if a Service member is staying with friends or relatives. A memorandum from the individual providing lodging must include their name, address, phone number and signature. Memo must include name of SM and all family members, dates SM and family resided with individual, and state the SM is not using their kitchen facilities.
- **TLA for Meals Only** cannot be issued if SM is occupying their own on/off post rental.
- Loaner dishes are available through Army Community Service (655-4227).



# Departure TLA

## Dual Military Service Members

- Dual military Service members departing with their dual military spouse are authorized TLA.
- Dual military Service members departing without their dual military spouse and without dependents are not authorized TLA. The last SM to go is authorized TLA.
- Dual military service members who depart together, will both be issued a TLA statement. TLA will be issued at the single rate for each service member, unless the service member has command sponsored dependents listed on their orders.



# Departure TLA

## Geographical Bachelors

- **Geographical bachelors in the grade of E-6 and above are authorized TLA.**
- **Geographical bachelors in the grades of E-5 and below should contact their local HSO to be briefed on their current situation.**



# Departure TLA

## Single Service Members

- **Single Service members in the grade of E-6 and above are authorized TLA.**
- **Single Service members in the grade of E-5 and below are not authorized TLA and must reside in the barracks until their flight departure date.**



# Departure TLA

## TLA Approved Hotels

- SM's assigned to Oahu North requesting departure TLA must check in with the designated transient lodging — the Inn @ Schofield — prior to making any lodging arrangements. If there is no availability, you will be issued a Statement of Non-Availability. There is no designated transient lodging facility for SM's assigned to Oahu South.
- SM's must reside in a TLA approved hotel to receive TLA entitlements. A list of TLA approved hotels is available at the Housing Services Office (HSO).



# Departure TLA

## TLA Approved Hotels (Continued)

- **If you do not obtain a Statement of Non-Availability from the Inn @ Schofield, you will only be reimbursed up to the amount the Inn would charge.**
- **You may be exempt from the additional Transit Accommodations Tax room tax of up to 15% that the hotels charge by informing them that you are PCSing and are not in a visiting status. Finance as a rule will only reimburse the standard 4.71% General Excise Tax that the hotel charges.**





# Departure TLA

## TLA Approved Hotels (Continued)

- SM's MUST stay in a TLA approved hotel to get reimbursed TLA.
- Vacation rentals, Timeshares, MWR Recreational cabins and Bed & Breakfast are NOT authorized.
- Finance requires an itemized receipt for each day for reimbursement (NO ONLINE RECEIPTS i.e., Priceline, Expedia, Orbitz, Hotels.com, etc).
- Finance does not accept reservation confirmation or pre-payments receipts.



# Departure TLA

## TLA Approved Hotels (Continued)

- **SM's MUST vacate the hotel by checkout time on the day of departure.**
- **Service members residing in on-post housing are authorized loaner furniture upon household goods pickup and can arrange to remain in the quarters until prior to departure. The SM's can move into a TLA approved hotel for the last few days on TLA.**



# Departure TLA

## Where do I go to process my TLA?

- **Married and single Service members with command sponsored dependents will process TLA through their prospective Housing Services Office.**
- **Service members assigned to Schofield Barracks, Wheeler Army Airfield or Helemano Military Reservation will process TLA with HSO North.**
- **Service members assigned to Tripler Army Medical Center, Camp Smith, Fort Shafter, Pearl Harbor or Hickam Air Force Base will process TLA with HSO South.**



# Departure TLA

## Where do I go to process my TLA? (Continued)

- **Married and single Service members that have their non-command sponsored dependents with them will receive TLA at the single rate.**



# Departure TLA

## Required documents to process Departure TLA by Finance:

- **Housing Memorandum (Departure TLA authorization memo)**
- **Statement of Non-Availability (if assigned to Oahu North)**
- **Itemized Hotel receipt with a zero balance paid in full**
- **PCS Orders (with any amendments, if applicable)**
- **Leave Form (DA 31) with approval signature and control number**
- **Flight Itinerary for SM (including dependents' flight itinerary, if applicable, and they are listed on orders and Command Sponsored)**

**DEPARTURE TLA WILL NOT BE PAID FOR ANY DAY A SM IS ON PCS, ETS OR TERMINAL LEAVE AND THE SM WILL BE STAYING ON ISLAND.**



# Departure TLA

**You MUST provide your own copies for Finance.**

- **Submission to 125<sup>th</sup> Finance either:**
  - **In person to Bldg 689 (next to the Commissary)**
  - **By Fax to (808) 655-9984 - ATTN: TLA**
- **Please supply contact information on the FAX cover sheet so that the TLA section may contact you if more information is needed.**
- **125<sup>th</sup> FM Company Main Office (Bldg 689)**
  - **Phone: (808) 655-1244/8930**
  - **Hours: Mon, Tues, Wed, Fri, 0900 - 1600; Closed Thursdays**



# Departure TLA

## Important Phone Numbers & Office Locations

- **HSO North: 808-655-3075/3076/3080**
- **Island Palm Communities North: 808-275-3700**  
**Bldg. 950, 215 Duck Road, Schofield Barracks (off Lyman Road)**
- **HSO South: 808-438-6198/0149**
- **Island Palm Communities South: 808-275-3800**  
**Bldg. 1004, 111 7th Street, Fort Shafter**





# Departure TLA

- Joint Federal Travel Regulation: Chapter 9, Part C, TLA  
1 December 2011
- Army Regulation 420-1, Army Facilities Management  
28 March 2009
- Policy Memorandum, USAG-HI-29, Temporary Lodging Allowance (TLA)  
13 May 2013



# Departure TLA

# Mahalo

and

# Aloha

U.S. ARMY GARRISON, HAWAII